

Fellowship

Adult Fellowship Events:

Christmas Party

Halloween Party

Game Night

Potluck Dinner

Pool Party

Description: A social evening for NUMC adults held in private homes.

Length: about 2 ½ to 3 ½ hours

Timing: generally held on a Saturday evening

Preparation: The event should be on the church calendar 2 to 3 months ahead. The congregation should be encouraged to sign-up 3 to 4 weeks before the event.

Cost: The host for the event provides paper goods and beverages. Participants provide food; this could include entire meals or simply snacks and dessert. The cost to the host could be lessened with a small collection from participants.

Refreshments: Provided by participants

Church personnel assistance: Church secretary to put event on church calendar and place announcement in bulletins and Tidings.

Resources: For a game night, the participants bring board games/cards to share.

Average Number of Participants: From 10 to 50, depending on the event.

Step-by-step directions:

- Get event on church calendar
- Prepare announcements for bulletins and Tidings
- Prepare sign-up sheets for attendance and food donations
- Ask for volunteers to help set-up/handle beverages/clean-up
- Prepare house for guests
- Set-up tables/chairs/etc.
- Prepare map/directions to house

Potential difficulties: weather issues, size of house vs. number of guests, parking,

Leaders/helpers for this event: 1-2

Passionate Spirituality: prayer before dining, making sure non-drivers are provided rides, making sure new church attendees are personally invited, adding a collection for food/gifts for less fortunate (at Christmas)

Fellowship

Adult Fellowship Hike and Picnic

Description: A social afternoon of hiking and picnic.

Length: 3 to 4 hours

Timing: a fall Sunday, directly after church

Preparation: Schedule date on church calendar. Inform congregation 2 to 3 weeks ahead.

Cost: between \$20 and \$30 for beverages and paper goods

Refreshments: Participants bring their own lunches; coordinator provides cider, coffee, tea, water and hot chocolate or cold drinks depending on the weather

Church personnel assistance: Church secretary to put event on church calendar and place announcement in bulletins and Tidings.

Resources: Cooler, tablecloths, paper goods, shared beverages, cook stove to make coffee, coffeepot, and map

Average Number of Participants: 15 to 40

Step-by-step directions:

- Select desired location
- Pre-hike to determine difficulty of hike
- Print directions to hike location
- Prepare sign-up sheet for attendance and desserts to share
- Have sign-up for participants to bring readings or prayers
- Make sure location has picnic tables and restroom facilities
- Purchase beverages and paper goods

Potential difficulties: Rainy day alternative, carpooling

Leaders/helpers for this event: 2 helpers

Passionate Spirituality: Prayer before eating, brief reading/prayer at vista point of hike, handholding ring of prayer at end of day

Fellowship

Adult Fellowship Planning Party

Description: Pizza or Potluck Planning meeting for those adults interested in attending regular fellowship events during the year. The Purpose is to decide on types of events, date and persons responsible for organizing each event.

Length: 2-3 hours

Timing: January

Preparation: Preparation should begin in December with advertising to the congregation. Preparation on the day of event is approximately 2 hours.

Cost: \$20+ for paper goods, coffee, drinks, etc. to be shared by participants.

Refreshments: Participants should bring potluck dish or contribute to cost of pizza

Church personnel assistance: The church secretary should be informed to include announcements in Sunday bulletins, Tidings and on the website.

Facilities: This event is usually held in a private home.

Resources: Calendar, paper, pencil, and copy of church calendar.

Average Number of Participants: 8 - 12

Step-by-step directions: A sign-up sheet should be set out 4 weeks prior to the event. The discussion of potential events usually happens without much of an agenda. Participants are encouraged to bring their calendars and their ideas of what types of events they would like to do or host. Participants volunteer for events and the compiled list of events is submitted to the church office for inclusion in the bulletin and calendar for the upcoming year.

Potential difficulties: The Adult Fellowship group has been informal with no designated leader. Therefore nobody has been responsible for calling a meeting and activities has died out. Those able to host activities are not always in attendance at planning meeting requiring follow up phone calls to request help. It is possible that there is still interest and willingness to organize activities if we had someone "chairing" the group to get it going again.

Passionate Spirituality: Grace before meal

Fellowship

Adult Fellowship Progressive Dinner

Description: Food Oriented Evening Party, 3-4 course meal at 3-4 houses

Length: 3-4 hours

Timing: a Saturday evening

Preparation: This event should be scheduled 4 to 5 weeks ahead and the congregation should be informed at that time.

Cost: \$20 - \$25 per host. Food is potluck and furnished by participants.

Church personnel assistance: Church secretary to put event on church calendar and place announcement in bulletins and Tidings.

Average Number of Participants: 25 - 40

Step-by-step directions:

- Schedule event on church calendar
- Announce event in bulletins and Tidings
- Obtain 3-4 hosts (plus helpers for each)
- Determine which course will occur at each home
- Get directions to each location
- Prepare sign-up sheet to cover each course (appetizer, salad, main dish, dessert)
- Ask for monetary help for hosts to cover paper goods, etc.
- Prior to day of event:
 - Purchase needed paper goods
 - Purchase punch ingredients, coffee, tea, other beverages
 - Clean house
 - Check food donation list and fill in where necessary
- Day of event:
 - Set up seating, tables, table clothes
 - Lay out silverware, cups, napkins, etc.
 - Make punch, put music on, light candles, put out ice, beverages

Potential difficulties: Proximity of houses, weather issues, parking, size of houses vs. # of guests, people who can drive from house to house

Leaders/helpers for this event: Helpers for each host,

Passionate Spirituality: Prayers before dining at each house, collect food to donate at each house, call ahead to folks who can't drive and invite them, make sure new church goers are included

Fellowship

Adult Fellowship Trip to Location of Interest

Description: A social event traveling to a location of interest such as French Estate, Hillstead Museum, Twain House, Elizabeth Park, Florence Griswold Museum, Butterfly Museum, etc.

Length: 3 – 5 hours depending on location and whether lunch is included

Timing: A Saturday

Preparation: The event should be scheduled on the church calendar and the congregation informed 4 to 6 weeks ahead.

Cost: The individual costs will vary and should be covered by each participant.

Refreshments: Participants can bring bag lunches or a group stop for lunch/refreshments can be planned.

Church personnel assistance: Church secretary to put event on church calendar and place announcement in bulletins and Tidings.

Resources: Cars are needed for carpooling.

Average Number of Participants: 10 to 30

Step-by-step directions:

- Select location
- Plan activities – tours, lunch, etc.
- Schedule date on church calendar
- Announce event
- Prepare sign-up sheet with closing date to allow for reservations
- Make reservations
- Publicize any entry/lunch costs
- Research local restaurants and make reservations
- Print driving maps
- Host: provide water and dessert at end of event (if lunch is not part of trip)

Potential difficulties: Make reservations in advance, check any age restrictions, check accessibility of areas to be covered, obtain accurate count of participants

Leaders/helpers for this event: 2 helpers

Passionate Spirituality: Find ways to include those who don't drive, children of parents who are working and can't attend, etc.

Spiritual Growth

Anchoring Your Well Being Study

Description: This adult study is based on the workbook by Howard Clinebell.

Length: variable

Timing: weekly to monthly, 60 to 90 minutes at the discretion of the group. Meeting Sundays after worship for one hour 2 to 4 times a month worked well.

Preparation: Preparation should begin three weeks before the event. This will include informing the congregation, ordering books, getting the study on the church calendar, in the bulletins and in Tidings. Sign up sheets should be made available three weeks before the class begins.

Cost: All costs are covered by the group participants.

Church personnel assistance and facilities: Sextons set up study room, church secretary includes announcements in bulletins and Tidings, church secretary provides sign-up sheet, pastor makes announcements during worship service.

Average Number of Participants: 5 to 10

Step-by-step directions:

- Discuss plans with pastor and education committee
- Obtain and study the workbook and leader's guide
- Solicit interest and support from congregation
- Identify time and place for gathering
- Arrange for multiple announcements
 - Bulletins
 - Tidings
 - NUMC website
 - Fliers posted in church
 - Pulpit announcements

Potential difficulties: Meeting space should be free from outside noise, traffic and distraction and preferably have some access to nature. Participants may need strong encouragement to assume leadership responsibility.

Passionate Spirituality: Group discussions and activities lead to a growth in spirituality.

Fellowship

Annual New Members Dinner

Description: All new members were invited to a special dinner at the church which was prepared by volunteers.

Length: 2 to 3 hours

Timing: This was an evening event beginning at 6:00 pm

Preparation: Invitations to the dinner should be mailed one month prior to the event.

Cost: The cost of the food is covered by the church budget. The meal is prepared by volunteers.

Facilities: The kitchen, dishes, stoves, refrigerator, memorial room would be needed for this event.

Resources: The type of entertainment would determine any resources to be used.

Average Number of Participants: This would depend on the number of new members.

Step-by-step directions:

- Prepare invitations and mail one month before event
- Plan the menu
- Purchase recipe ingredients (or get donations)
- Obtain volunteers to help with the dinner
 - 3 to set-up tables/tablecloths/silver, etc.
 - 4-5 to cook the meal
 - 3-4 to serve the sit down dinner
 - 3-4 to clean-up
- Ask for volunteers to provide dessert
- Plan the program with the pastor

Potential difficulties: Volunteers are unable to fulfill their commitment

Leaders/helpers for this event: 15 helpers

Passionate Spirituality: Prayer before dining

Service to the Community/Church

At Your Service Auction

Description: This “goods and services” auction is a fund-raiser for the church. The majority of the proceeds are derived from donated services. The evening is a social event with refreshments being served and child care provided.

Length: One evening, 6:00 pm to 10:00 pm

Timing: Generally held in the fall.

Preparation: Preparation should begin 2 months prior to the event. The congregation should be informed at this time. Set-up time on the day of event is about 3 hours.

Cost: The cost is covered by donations of refreshments, services, and items to be auctioned.

Refreshments: Desserts are donated by church members. Coffee, tea and cider are purchased out of the proceeds or are donated.

Church personnel assistance: The church secretary should receive information to be included in the bulletins, Tidings, and on the website.

Facilities: Facilities used would include the sanctuary, Memorial Room, kitchen, and rest rooms. The nursery/Sunday School rooms for child care.

Other Assistance: Congregants are encouraged to offer services and/or goods to be auctioned. Donations solicited from the community are also needed for this event.

Resources: Computer for keeping track of sales.

Average Number of Participants: Approximately 80 people have attended in the past.

Step-by-step directions:

Extensive notes on how to run the auction are available. Lists of individuals who have participated in the past are also available, as well as past programs, etc, for descriptions of past donations. Contact the church office for notes.

Passionate Spirituality: This event is a major fundraiser, however, the fellowship and relationship strengthening aspects of the auction are equally important. People share their gifts and talents with one another.

Fellowship

Chancel/Prism Choir Christmas Party/Rehearsal

Description: Potluck dinner combined with choir/Prism rehearsals.

Length: 6:00 pm – 9:00 pm

Timing: A Wednesday in December

Preparation: Preparation should begin after Thanksgiving. The choirs should be polled in early December regarding interest in this event. Set-up time on the day of the event is 2-3 hours.

Cost: \$30 for paper-goods, soda, coffee, etc. This cost has traditionally fallen to the host but can be distributed among the choir members. See directions below.

Refreshments: Dinner is a potluck with everyone bringing a dish to pass.

Facilities: This event is generally held in a private home. Chairs and hymnals are borrowed from the church. If no piano is available a keyboard would be needed.

Resources: Chairs and hymnals are borrowed from the church. If no piano is available a keyboard would be needed.

Average Number of Participants: All choir members

Step-by-step directions:

- Poll choirs as to interest and date
- Set-up sign-up sheet and include paper goods and soda to help keep down cost for host
- Ask church office for use of chairs

Passionate Spirituality: Say grace before eating

Fellowship

Family Christmas Caroling to Shut-ins

Description: Families/individuals meet at church to form carpools and sing several carols to each shut-in visited. The caroling is followed by pizza and dessert at a private home. (It could be done at church)

Length: 4PM-6/6:30 for caroling. To 8 or so for party.

Timing: Sunday or two before Christmas. (Avoid SUMC Concert if possible)

Preparation: October to schedule with office on church calendar. November for Tidings. After Thanksgiving for sign up sheet and bulletin. The congregation should be informed after Thanksgiving.

Cost: \$50 - \$60. The cost has been covered by the hosting family but could be covered by the church budget or by taking a collection from the carolers.

Refreshments: Pizza to be purchased, coffee, tea, and dessert (furnished by carolers).

Church personnel assistance: Church secretary to schedule on church calendar and place notices in bulletins and Tidings. Request that Sunday School children make Christmas cards for the shut-ins.

Facilities: No church facilities are needed unless the party is to be held at the church.

Resources: Caroling books. We have usually provided inexpensive small gifts in little gift bags. (i.e. Ornaments) along with cards made by the Sunday School. (Note: St. Maurice's Church Fair has wonderful small gifts/ornaments for \$1-2 with appropriate spiritual/friendship messages attached.)

Average Number of Participants: 12 - 20

Step-by-step directions:

- October: Schedule date with church office.
- November: Provide notice for inclusion in Dec Tidings.
- December: Put out sign-up sheet and notice in bulletin.
- Contact Church School to request cards from children.
- Contact Pastor/designee regarding names of those who would like a visit. Confirm with shut-in/family if necessary during week prior to caroling date.
- Buy paper goods, coffee, cream, etc.
- Locate caroling books in cabinet in choir room.
- Compile 3-4 lists of visitees, addresses, phone numbers and plan route.
- Day of event: Confirm visitees with pastor. Make any necessary calls to visitees.
- Get out caroling books.
- Collect cards from Sunday School if didn't do last week. Gather gifts if applicable. Check Christmas Card mailbox to bring cards addressed to shut ins.
- Finalize list and route.
- HAVE FUN! It's a wonderful way to share the Christmas Spirit.
- Collect caroling books after event and return to cabinet in choir room.

Potential difficulties: Consider a pre-planned alternate date in the event of cancellation due to weather. (Didn't do that this year.) Avoid SUMC Concert if possible. Consider geographic location of shut-ins in planning route. We have only had time to visit about 5-6 when traveling to adjoining towns unless we have had enough carolers for two groups. (Not usually enough) Also, bring cell phones to aid communication between drivers and to call shut-ins prior to visit to confirm. Be sure to contact bedridden shut-ins several days in advance to be sure access to home can be arranged.

Leaders/helpers for this event: Several choir members have been "regulars" for this event.

Passionate Spirituality: It's pretty "passionate" as it is, but perhaps say a brief prayer at each home.

Service to the Community/Church

Covenant to Care Christmas Gifts

Description: Collect gifts for children in our assigned social worker's caseload.

Length: 4 weeks

Timing: Gifts are returned to the social worker approximately one week before Christmas.

Preparation: Preparation should begin 7 weeks before Christmas.

Cost: All costs are covered by donations from members of the congregation. Gifts and wrapping paper are needed for each child.

Church personnel assistance: The church secretary should be informed so notices can be placed in bulletins, Tidings and on the website.

Facilities: The Memorial Room is used to collect the gifts which are then stored in a locked area (usually the secretary's office).

Step-by-step directions:

- Contact social worker 6 weeks ahead to get list of children (first name, age, wish list).
- Put out sign-up sheet for congregation with due date 2 weeks before Christmas.
- Remind people to identify the gift with the name of the child
- Follow up on missing gifts.
- Deliver unwrapped gifts to social worker; include wrapping paper and ribbon with gifts.

Potential difficulties: If a gift is missing, try to contact the person who selected that child. If you still can't get the gift, purchase a gift and submit the bill to the Treasurer. The money will be reimbursed from the "Seasonal Sharing" account.

Passionate Spirituality: The act of giving to a needy child can help us grow spiritually.

Spiritual Growth

Disciple Bible Study, Disciple I (Red Book)

Description: This is a long term Bible study that touches on the whole Bible and provides context and foundation for future personal growth and study.

Length: Two hours per week for 34 weeks

Timing: This study can coincide with the school year starting in September.

Preparation: Preparation should begin four weeks before the event. This will include informing the congregation, ordering books, getting the study on the church calendar, in the bulletins and in Tidings. Sign up sheets should be made available four weeks before the class begins.

Cost: The cost of participant books is covered by each participant. The leader's guide and DVD are covered by the church.

Church personnel assistance and facilities: The church secretary places the order for books, includes announcements in bulletins and Tidings, and provides sign-up sheet. The pastor makes announcements during worship service. A quiet room with tables and chairs and a TV/DVD player is needed. Each participant needs a pen/pencil, Bible, study manual and other reference material.

Other Assistance: Ideally the group would include one or two people who have had the course before and would be willing to fill in a facilitator or regularly share the role.

Average Number of Participants: A group of 8 to 12 would be the ideal size.

Step-by-step directions:

- Discuss scheduling with the pastor
- Determine optimum timing for the class – take into account possible snow days or cancellations
- Give church secretary information needed for sign-up sheets and bulletin, Tidings announcements
- Give church secretary information needed to order books
- Collect money for books from attendees
- Read the instructions in the manual for tips on facilitating the class
- In facilitating the class, make sure everyone has the opportunity to speak. Don't be afraid of long silences. Start off with a timeline for yourself and a handout for attendees to set up a structure. Participants will find their own comfort levels at different points during the sessions.

Potential difficulties: People find it difficult to make a long term commitment such as this study requires. There may be personality conflicts or intense disagreements over interpretations. The TV may be inaccessible.

Passionate Spirituality: Bible study is a component of spirituality.

Fellowship

Evening of Music and Fellowship

Description: Sing-along songs, songs to listen to and potluck finger food and desserts.

Timing: 1 to 2 hours of music and fun can occur anytime during the year

Preparation: Preparation should begin 2 months prior to the event. The congregation should be informed at that time. An hour of set-up for food and instrumental tuning is needed on the evening of the event.

Cost: There is no cost involved.

Refreshments: Potluck finger food and desserts are donated by attendees.

Church personnel assistance: The church secretary should be informed so notices can be placed in bulletins, Tidings and on the website.

Facilities: Sanctuary, kitchen and rest rooms

Other Assistance:

Resources: Musicians

Average Number of Participants: hopefully more than the first one

Step-by-step directions:

- Come up with a list of songs and see if people are willing to perform them
- Invite performers and let them make their own list
- Find an appropriate date and time for performers and attendees
- Advertise and encourage people to attend
- Have people sign-up to bring food
- Delegate and utilize others so no one person is overburdened
- Have people assigned to clean-up

Leaders/helpers for this event: 5 helpers would be ideal

Passionate Spirituality: Inherent to the program.

Spiritual Growth

Healthy Congregations Workshop March 2006

Description: NUMC hosted this one day workshop offering insight and skills training derived from family systems theory. Topics included managing individual and group anxiety, reactivity and invasive behaviors as well as learning about healthy patterns of living together in community. The event was offered in conjunction with the New England Conference of the UMC and was open to local Manchester area churches of all demonimations and the CTWMA district UM churches.

Length: 9 am to 4 pm

Timing: This event was held in mid-March with a snow date set in April.

Preparation: Preparation should be scheduled the preceding fall to allow for facilitator and conference scheduling and adequate promotion inside and outside NUMC.

Cost: The cost was \$39 per person in 2006. This included the course manual and a healthy lunch. The cost was covered by the attendees.

Preparation on day of event: Allow 1-2 hours to arrange furniture the day BEFORE; 1 hour to prep AV equipment with facilitator the day of the event; Meal preparation and service--depending on whether it is catered or prepared by volunteers--was handled by the UMYF.

Assistance: Printed promotional brochures and flyers were made; MACC distributed promotional materials to member churches in the Manchester area; CTWMA district office distributed materials to all district UMC's and NEAC posted the event on the conference website.

Refreshments: Yes: Coffee, tea, juice, water, fruit, muffins for AM snack; soup, salad, wrap sandwiches, fruit, cookies and beverages for lunch

Facilities Required: Sanctuary, memorial room, kitchen, all bathrooms, refrigerator space, both narthexes, all bathrooms, parking lot

Resources: Sound system, TV, digital projector, (facilitator brought own laptop), pencils

Average Number of Participants: 40

- **Step-by-step directions:**
- The event coordinators are responsible for arranging the space to the facilitators specifications, coordinating the food service, if any, and promoting the event.
- NEAC Healthy Congregations facilitator is Evelyn Johnson Moore. To schedule this workshop, contact Evelyn at (978) 263-1059. She will be able to guide you with event planning and setting a registration fee.
- Once a date is scheduled, begin to promote the event at NUMC. I would suggest starting at least 3 months in advance and use all available media venues: Sunday bulletin, oral announcements, Tidings, NUMC website, posters on walls, doorways, inside bathroom stalls--so that you can maximize NUMC participation.
- Also notify MACC, CTWMA district office 3 months in advance. Evelyn can advise about getting the event posted on the NEAC website.

- Community: Print and distribute brochures with registration forms 4-6 weeks in advance of the event. We mailed them to CTWMA churches and asked MACC to distribute them at the church secretaries' meeting 1-2 months in advance. I also followed up with personal phonecalls to all clergy whose congregations were invited.
- Registration checks were made out to NUMC, but forms and checks were mailed to Evelyn's office so she could monitor registration and order the workshop materials. Evelyn submitted the checks to NUMC on the day of the event and we wrote her a check for her fee and expenses.
- Food preparation will be at the discretion of the planning team. We chose to place and emphasis on HEALTH and selected nutritious foods for the snacks and meal. Most of the menu items were home made, so we provided recipes and, in some cases, Linda computed calories per serving.
- Nametags were prepared for all registered guests, which were distributed with course material and pencils at the registration table.
- We had a GREAT time planning and participating in this event!!

Leaders/helpers for this event: Ideal number of helpers is 6.

Service to the Community/Church

Team North – Walk 4 MACC

Description: Organize NUMC members to obtain sponsor donations and walk in the annual Walk 4 MACC.

Length: Between 1 and 2 hours

Timing: Walk 4 miles on the 4th Sunday of the 4th month to support the 4 MACC services; food, clothing, shelter, and advocacy. The walk takes place on Sunday afternoon.

Preparation: Start advertising campaign in mid-March. Sponsor sheets should be available by April 1.

Cost: There is no cost to church members other than their donations to sponsor walkers.

Refreshments: Provided by MACC at the soup kitchen

Church personnel assistance: The church secretary should be informed to include announcements in the bulletins and in Tidings. Sponsor sheets should be included as inserts in the Sunday bulletins starting the first week of April.

Average Number of Participants: 20 - 35

Step-by-step directions:

- Obtain specific information on the walk from MACC (647-8003) in early March
- Create walk poster to encourage walkers
- Create sponsor sheets to be inserted in the bulletins
- Enlist support of the Pastor for announcements from the pulpit
- Create a sign up sheet for Team North participants
- Put out donation can for those who wish to donate to MACC but who are not walking or sponsoring a walker
- Create identifying tags for Team North walkers (a pin on tag might be better than a hanging tag)
- Encourage all to take part in the walk even if they only walk a short distance
- Pick a spot at the St.Bart's parking lot and encourage walkers to meet there before the walk begins.
- Take a group picture of all the walkers before the walk begins.
- Confer with MACC director to find out how many NUMC walkers and our total donation so it can be reported back to the congregation.

Potential difficulties: Weather can cause a problem

Passionate Spirituality: This event provides a way to help others by donating to MACC while enjoying a fun family activity with other NUMC members.

Spiritual Growth

Prayer Vigil

Description: Have as many members/constituents of the congregation as possible to take part in around the clock prayer. The prayer topic is dependent on need at the time.

Length: The prayer vigil lasts 24 hours with the prayer segments broken into ½ hour intervals.

Timing: A prayer vigil can occur at any time depending on needs of the church.

Preparation: Preparation should begin five weeks before the vigil. Newsletter and bulletin information should be prepared for publication and a sign-up poster developed.

Cost: The only cost would be for poster board, markers and postage. Homebound congregants should be informed through a special mailing.

Church personnel assistance and facilities: The minister should announce this from the pulpit. The church secretary should include the announcement in the bulletin and in Tidings. If the vigil is to be an “in-sanctuary” vigil, that facility would be used. An easel to hold the poster board and pen for the sign-up would be needed.

Other Assistance: If phone calls are needed to recruit more people to pray, 4 or 5 callers would be needed.

Average Number of Participants: Between 48 and 70

Step-by-step directions:

- Choose a date, preferable 4 to 5 weeks ahead
- Have a theme or reason for the vigil.
- Determine if it is to be an in-sanctuary vigil or a “pray anywhere” vigil
- Make a chart on poster board – big and colorful- where people can sign up to participate. Leave room for the title or theme. Write a time and line for every ½ hour of the vigil. Ending just at the time the next worship service begins is nice.
- Advertise: in Tidings if possible; in bulletins, at each worship service, send mailings with SASE’s to homebound to encourage their participation.
- Start making phone calls (with helpers) about 2 weeks ahead to fill in empty slots. Wee morning hours are least popular.
- High participation numbers are important; getting all slots filled comes second.
- Say “Yes” to everyone who is willing to pray.
- Be careful about “double booking” the sanctuary as some people look forward to having the sanctuary all to themselves. You can always ask if the first person in that slot is willing to share.
- Always accept off-site pray-ers.

Potential difficulties: Consider how to provide secure access to the sanctuary, especially if the night slots are not all filled. Perhaps having someone stay overnight could be considered.

Passionate Spirituality: Asking people to record prayers in a journal can help. Sharing answers to prayer can also help us to see, share and get excited about God’s active presence.

Service to the Community/Church

Rebuilding Together

Description: Rebuilding Together is a volunteer organization that, in partnership with the community, rehabilitates the houses of low income homeowners. The program targets the elderly, disabled and families with children, so they may continue to live in warmth, safety and independence.

Length: One Day, morning to mid-afternoon, depending on the assignment.

Timing: Springtime

Preparation: We're contacted by the organization in late winter and we put the word out for volunteers shortly thereafter. The congregation should be informed shortly after being contacted by the organization.

Cost: None

Church personnel assistance and facilities: Church secretary to put announcements in bulletins and Tidings.

Resources: Depending on the job we are assigned, tools necessary to complete the assignment. We may clean a yard and plant flowers or paint a fence or clean out a basement. Rakes, garden tools, gloves, brooms, etc.

Other Assistance: Volunteers (typically youth) need to have their own transportation to and from the event.

Step-by-step directions: The invitation to help out is usually mailed directly to the church and handed over to the committee chair. They put the word out for volunteers and hand out registration forms for volunteers to sign. We keep a list of volunteers, remind the as the date approaches. We let them know, as soon as we're told, what type of an assignment it is and then we call everyone to give them the location, usually the week before.

Snacks are supplied by the organization at each job site. Afterwards we are all invited to a town park for a free lunch.

Potential difficulties: None

Passionate Spirituality: A prayer before starting work and a blessing after we've completed the work.

Spiritual Growth

Sacred Dance Groups – Senior High, Junior High, Adult

Description: The Sacred Dance Groups participate in NUMC services as well as elsewhere. Participation at holiday services is especially meaningful.

Length: Weekly rehearsals with presentations 1 to 2 times per month.

Timing: Throughout the year.

Preparation: It is important that group members be present for rehearsals. A brief rehearsal on the day of presentation is required.

Cost: The cost of music CD's and costumes is covered by the church budget and by donations.

Facilities: Sanctuary, closet for supplies and costumes, CD player

Average Number of Participants: 2 – 12 or more

Step-by-step directions:

- Appropriate music and words chosen that are suggested and agreed upon by the group
- Create choreography with ideas from all members of the group
- Write up final choreography
- Faithful attendance at rehearsals is necessary
- Respect for each other

Passionate Spirituality: Passionate Spirituality is embodied in sacred dance

Service to the Community/Church

Seasonal Sharing – Thanksgiving/Christmas

Description: Provide Thanksgiving/Christmas Food Baskets to MACC families so they may enjoy a happy Thanksgiving.

Length: 1 day of delivery, 6 weeks preparation

Timing: Delivery is approximately one week before Thanksgiving/Christmas.

Preparation: Preparation begins around October 15th. You may want to begin collecting meat and canned goods for Christmas along with the Thanksgiving collection

Cost: Most canned food and turkeys are donated. The fresh produce, milk, eggs, butter, and pies are purchased with donated money and with funds designated in the “Seasonal Sharing” account. We usually have between 6 and 8 MACC families and the cost is approximately \$15 per family.

Church personnel assistance and facilities: The Memorial Room is used to collect canned goods. Meat is stored in the downstairs freezer.

Other Assistance: Donations of canned food, meat, and money are needed. Volunteers are needed to sort and pack baskets and make deliveries.

Resources needed: Grocery bags (3 to 5 per family), markers and paper for labeling bags.

Step-by-step directions:

- Prepare sign-up sheets for turkey donations. Both Thanksgiving and Christmas were done at the same time and we asked for delivery of frozen turkeys 3 weeks before Thanksgiving. Turkeys are on sale at Thanksgiving time but not at Christmas so it is a savings for people to make purchases early.
- Three (3) weeks before Thanksgiving, send an email or call each person who has agreed to donate a turkey to remind them when it should be delivered to the church.
- Place turkeys in freezer in Sunday School office.
- Prepare delivery sign-up sheets 6 weeks before Thanksgiving. It is helpful if you have the general street address of the families as people like to deliver to certain areas.
- Call / email the delivery people to remind them of the delivery date and to give them all of the information needed (name, address and phone number of the recipient family). Ask that the delivery people call their family to arrange the time for delivery.
- MACC does not always have the names of the families 6 weeks before Thanksgiving, but you should have an idea of how many families and what size.
- Fresh produce has traditionally been purchased from Big Y. With the budget cuts we may want to try to get more donations for these items. We also may want to try a less pricey store. MACC supplies a list of items that should be included in the baskets but we are not obligated to include everything on the list.
- The groceries are sorted in the amounts indicated on the MACC information sheet depending on the size of the family. Each bag should be labeled with the delivery person's name and one bag should include the name, address and phone number of the receiving family. 4 to 6 people can finish this task in about an hour.
- Saturday is the day many churches deliver and that is an appropriate time as it does catch working families at home.

- It is important that the coordinator be at the church when delivery persons arrive to ensure that they take all of the items.

Potential difficulties: Keep a record of turkeys that have been delivered to church and placed in freezer as you want them to be there before delivery date. Non-perishables should be checked to make sure enough is donated by delivery time.

Passionate Spirituality: Include a note to recipient families with Thanksgiving wishes, times of North services and an appropriate Bible verse.

Service to the Community/Church

Shelter Week

Description: Serve dinner at the Samaritan Shelter and prepare and serve the Sunday dinner

Length & Timing: One week per quarter. The week starts with Monday evening dinner through the next Monday breakfast. Overnight stays can begin at 6 pm or 10 pm. Evening meal servers work from 7 pm until 9 pm (or whenever the clean up is done). The breakfast server begins at 5:45 am and is generally finished by 7:00 am.

Preparation: Begin preparation 4 weeks in advance and notify the congregation at that time.

Cost: Sunday evening meal cost is approximately \$50. This can be covered either by donations or from the open account "Shelter Meals". The Outreach Committee budgets \$100 per year to help defray the cost of these meals. Evening servers may take a gallon of milk to the shelter if they desire.

Church personnel assistance and facilities: The coordinator provides the sign-up sheet for overnight stays, evening servers, Sunday evening meal preparation, and breakfast servers when there is not an overnight person. The church secretary faxes the completed sign-up sheet to the shelter the Thursday before the week begins. Occasionally the church kitchen would be used to prepare the Sunday evening meal.

Volunteer Assistance: The ideal number of volunteers would be 2 persons for overnight stays, 2 to 3 servers for the evening meal, and 3 to 5 meal preparers and servers for Sunday evening. When an overnight person is not available, 1 person can handle the breakfast duties.

Step-by-step directions:

- The MACC Volunteer Director will contact the Shelter Coordination to assign the week to our church. This occurs about six weeks before our turn comes up.
- Set out sign-up sheet 4 weeks in advance.
- Have the church secretary put a notice in the bulletin and include it in the announcements.
- Speak to people who seem interested but might have questions.
- Contact past overnight volunteers and ask if they would be willing to assist again.
- Make phone calls if list is not filled.
- Make arrangements for Sunday evening dinner. If no volunteers have signed up, purchase pizza and make a salad and dessert.
- MACC holds quarterly meetings for the shelter coordinators, and has given us written guidelines, which can be conveyed to any new volunteers.
- MACC also has a volunteer information form that must be on file for any volunteers, so new people must complete one.
- Make the Guide for Shelter Volunteers available to all volunteers.

Potential difficulties: Volunteer cancellations at the last minute can create difficulties. If no one shows up at the Shelter, it can create difficulties for the Shelter Staff.

Passionate Spirituality: It is always gratifying to serve the meal and to treat people with dignity and respect.

Spiritual Growth

Short Term Bible Study

Description: Weekly study of Old or New Testament book or related subject. Daily reading of Bible is required as is preparation for discussion of this material in class.

Length: 6 to 8 weeks

Timing: Eight week course during the Fall ending in December. Two six week courses in Winter and Spring with break at Easter.

Preparation: Preparation should begin three weeks before the event. This will include informing the congregation, ordering books, getting the study on the church calendar, in the bulletins and in Tidings. Sign up sheets should be made available three weeks before the class begins.

Cost: Students pay the leader for the books if they are able. The church will pick up the cost of shipping and pay for any books if the attendees are unable to pay. Money is collected and turned over to the treasurer who will pay the bill with a church check.

Church personnel assistance and facilities: The Memorial Room or a classroom set up for adult study should be used. The television/DVD should be available. White board, maps, and Biblical Encyclopedias would be helpful. The church secretary should be informed of information to be included in the calendar, bulletin, and Tidings. The secretary is responsible for preparing the sign-up sheet.

Other assistance: One person should be available to substitute for the leader in case of illness.

Average Number of Participants: 8 to 10 people

Step-by-step Directions:

- Discuss ideas for a class with the pastor
- Take into consideration the desires of congregants
- Use catalogs/internet and pastor suggestions to determine class material
- Determine optimum timing for the class
- Give church secretary information needed for sign-up sheets and bulletin, Tidings announcements
- Give church secretary information needed to order books
- Collect money for books from attendees
- Prepare lessons and facilitate the study group

Potential Difficulties: None

Passionate Spirituality: Bible study is a component of spirituality.

Service to the Community/Church

Tag Sale

Description: Tag sale to raise funds for various church projects or for donations to meet community needs.

Length: One day – 9:00 am to 2:00 pm

Timing: Generally held in the spring or fall. Summer has not been as successful.

Preparation: Preparation for the event should begin 2 months prior to the sale date. The congregation should be informed as early as possible so they can begin collecting sale items. The tag sale date should be placed on the church calendar to ensure that the week prior to the Saturday sale is open for sorting and pricing.

Cost: \$50 for supplies. This is generally covered by donations.

Church personnel assistance and facilities: Storage areas should be made available at least 2 weeks before the sale so items can be dropped off. The week prior to the sale should be free to allow table set-up for sorting and pricing. The church secretary should be informed of announcements for the bulletin, the website, Tidings and pulpit announcements. The sextons should be informed of the date so they are aware of the disruption. Rooms used: Sanctuary, kitchen rest rooms

Resources: Materials needed: cash box, calculators, plastic bags, tables, and chairs for workers, poster board, markers, pens, price stickers.

Other Assistance: Outside advertising is needed for this event.

Volunteer Assistance: 15 to 20 volunteers are needed to be available during the day of the sale. 5 to 10 volunteers are needed to sort and price items. 3 volunteers with trucks or station wagons are needed to haul away unsold items

Step-by-step directions:

- Set tag sale date in the church calendar
- Begin planning 2 months ahead by telling congregation when it will be and when donations can be brought in (not too far in advance, since storage might be a problem). Have church secretary put announcement in Tidings, Sunday bulletins, and on church website.
- We usually don't sell clothing or large furniture but exceptions have been made.
- Write up blurbs to go in community announcement columns in Courant, Journal Inquirer, Manchester Life, and Reminder; these have a long lead time (6-8 weeks?).
- One month ahead, put out sign-up sheets for volunteers to work the day of the sale (2-3 hour shifts, plus a clean-up shift). Also ask for volunteers to help sort and price the week before the sale.
- Ask people to donate bags for purchases.
- Line up people with trucks or vans who can take leftovers to dump, Salvation Army, and Goodwill.
- Place paid ads in some papers, including internet entries (2-3 weeks ahead).
- If possible, have labelled areas for specific types of goods set up as donations come in.

- After Sunday services the week before, set up tables labelled with types of items (toys, kitchen, sports equipment, decorative items, office items, jewelry, etc.)
- An indoor sale works best -- no need to worry about rain, and fewer workers needed to monitor what's going on.
- Volunteers can sort donated items as they come in during the week.
- Keep jewelry items put away until day of sale.
- Set up two cashier stations, with change.
- Put up signs to indicate Entrance, Exit, Rest Room (block off stairs so visitors can't go downstairs),
- Bake Sale (if having one).
- Have 4-5 volunteers who can roam around to help people, answer questions, or help carry items.
- Count money and deposit that day (bank deposit bags are with counters' supplies).

Potential difficulties: Must watch to be sure items are not taken without being paid for; be sure kids don't handle glass items or play with things that could cause injury.

Service to the Community/Church

Our “SpecialTeas” Tea Room/Gift Shop Fundraiser

Description: A tea room and gift shop fundraiser and community event. The funds usually go to the general fund.

Length: One day, 2009 had two seatings; 11:00am and 1:30pm

Timing: It has been held in the spring or the fall.

Preparation: This is a very large event and planning should begin no later than 4 months prior to the event.

Cost: \$50-\$150 for misc. supplies such as sugar, milk, lemonade, and jams, but most of this is typically covered by donations. Note all the food is typically donated too.

Church personnel assistance and facilities:

- Notices for the bulletin and Tidings need to be submitted to the church secretary.
- Storage areas should be made available at least 3 weeks before the tea so items can be dropped off for the gift shop.
- The day prior to the event the sanctuary, kitchen, memorial room, and narthexes need to be set up.

Resources:

- Tables and chairs for guests. With 75 planned per sitting we needed to borrow 4 card tables from congregants.
- Various décor and screens to shield off prep areas.

Other Assistance: Outside advertising may be needed for this event.

Volunteer Assistance: Multiple bakers and food preparation volunteers needed. It is best to have one person make one item per shift i.e. one person make all the maple/oat scones per seating.

5-10 Volunteers to set up the tea room and gift shop the day before.

16-20 Volunteers needed per shift to staff the event.

5-10 Volunteers needed for clean-up and to reset the sanctuary.

Step-by-step directions:

To numerous and detailed to list here. Please contact the church office for specifics

Potential difficulties: Ensuring quantity and quality of food. Lack of volunteers (this is a big event).

Passionate Spirituality: Printed prayer at each table.

Spiritual Growth

Upper Room Meal

Description: The Upper Room Meal is a celebratory Seder meal for the women of the church and is prepared during Holy Week.

Timing: Tuesday evening of Holy Week – 6:30 -8:00

Preparation: Preparation should begin two weeks before Ash Wednesday. The congregation should be informed during the Lenten season that this meal will be offered.

Cost: The cost to participants is \$8. This covers the cost of the meal if it is prepared on-site. It would be considerably greater if the meal is catered.

Church personnel assistance: The church secretary will place announcements in the Sunday bulletins, Tidings, and on the website. The sextons should be informed that the sanctuary will be used for this purpose. The pastor is asked to take part in the program planning.

Facilities: Sanctuary, kitchen, rest rooms

Average Number of Participants: 40 - 60

Step-by-step directions: The church office may be contacted for detailed task list with a timetable.

Passionate Spirituality: Passionate Spirituality is inherent in this meal.

Spiritual Growth

Wesleyan Study Group

Description: The Wesleyan Study Group meets to discuss books, and occasionally documentaries/movies. Books deal with religion and faith; written by both contemporary writers and some “classics” by writers of the past.

Timing: 7 pm – 9 pm – generally the first and third Tuesday of the month following the school calendar

Preparation: Two books are selected each year.

Cost: Participants pay \$5 - \$15 per book.

Refreshments: Participants take turns providing refreshments.

Church personnel assistance: The church secretary places announcements in the bulletin, Tidings and on the website.

Facilities: The library is the ideal meeting place when available. The group also needs access to the kitchen.

Resources: The TV/VCR/DVD are needed at times.

Average Number of Participants: 10 - 12

Step-by-step directions:

This is a group that has been meeting for a number of years. Membership seems to hover around 10 – 12 people, which is ideal for discussions allowing everyone to contribute. Larger groups would not work as well as there would not be as much opportunity for individuals to contribute to the discussions. Over the years the WSG has had new members join as well as a few having to drop out. We share 2 books each year, which are selected for their appropriateness to generate lively discussions. While not a Bible study, the group does discuss books having topics involving religion, faith, spirituality, the Bible and its origin, and how to interpret the Bible, etc. We also share movies and documentaries.

Notification of WSG activities is made via the internet to existing members, the Sunday bulletins, and Tidings – as well as word of mouth. It should be noted that the WSG has always had members from the community who are not members of NUMC.

Passionate Spirituality: The WSG members are very passionate about their faith and spiritual journey and sharing it with one another.

Fellowship

Women's Fellowship Brunch

Description: A social gathering of NUMC women and friends for a potluck brunch.

Length: 2 ½ to 3 ½ hours

Timing: Saturday morning, could be spring or fall

Preparation: Event should be scheduled one to two months in advance. Hostess preparation is variable. The congregation should be notified as soon as the date is selected. The sign-up sheet should be posted 2 – 3 weeks before the event.

Cost: Hostess cost between \$60 and \$100 for paper products, coffee, tea, soft drinks. Each guest donates a food item.

Refreshments: Potluck brunch

Church personnel assistance: Church secretary to put event on church calendar and place announcement in bulletins and Tidings.

Average Number of Participants: 20 - 35

Step-by-step directions:

- Schedule event on church calendar
- Announce the event
- Prepare and monitor sign-up sheet
- Coordinate food donations to ensure variety of main dishes, bakery items, fruit, etc.
- Prepare the home or site for the event
- Ask for assistance to set up tea, help with heating and setting out food

Potential difficulties: parking; size of house; food allergies

Passionate Spirituality: Prayers before and after meal; have someone share a personal story; bring items to donate

Spiritual Growth

Women's Fellowship Retreat

Description: A weekend of spiritual enrichment and friendship including worship, group sharing and Bible study.

Length: Friday dinner through Sunday breakfast and worship service.

Timing: Spring (May)

Preparation: Preparation should begin 6 months ahead. Sign-up sheets should be available 3 to 4 months prior to the event. Travel and set-up time would be required on the day the event begins.

Cost: All costs are covered by individual attendees.

Church personnel assistance and facilities: The church secretary should be contacted to get the event placed on the church calendar, in weekly bulletins, in Tidings, and on the website.

Other Assistance: Conference type room at facility, easels, tables and chairs.

Average Number of Participants: 15 - 20

Step-by-step directions:

- 3-4 sessions of small group sharing followed by all in large group discussions
- Sunday morning worship service
- Sessions based on chosen workbook

Potential difficulties:

Leaders/helpers for this event: 3 to 4 helpers

Passionate Spirituality: The sharing of time with God and each other will foster passionate spirituality.